

S E C R E T

FBIS-1704/85
22 October 1985

MEMORANDUM FOR: Director of Personnel

VIA: Chief, Personnel, DDSEC

FROM: [REDACTED]
Director, Foreign Broadcast Information Service

SUBJECT: Retroactive Promotion - [REDACTED]

1. It is requested that the attached staff promotion action (Attachment A) be processed with an effective date of 13 October 1985.

2. FBIS received a cable from Seoul Bureau recommending [REDACTED] for promotion on the basis of her high level of performance as an administrative assistant since her EOD date of 9 October 1984. The Clerical Subpanel members polled and unanimously agreed that she should be promoted immediately. A copy of the cable and a request to prepare a promotion action (Attachment B) were sent through the FBIS Special Assistant for Career Development to the Personnel and Training Branch. Unfortunately, the material was misplaced and a promotion action was not initiated. [REDACTED]

3. To ensure that [REDACTED] is not penalized for the above administrative error, we request that the attached staff promotion action be processed with an effective date of 13 October 1985, which is one pay period late. [REDACTED]

4. If you have any questions please contact [REDACTED]
Chief, Personnel and Training Branch, FBIS on extension [REDACTED]

Attachments

All SECERT

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S E C R E T

25X1

SUBJECT: Retroactive Promotion -

CONCUR:

Chief, Personnel, DDS&T

Date

APPROVED:

Director of Personnel

Date

25X1

DDS&T/FBIS/Pers

(22 October 1985)

Distribution:

Orig - Addressee (Return to D/FBIS)

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1 - 201 file - w/att

S E C R E T

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CONFIDENTIAL

CONFIDENTIAL 060347Z AUG 85 STAFF

CITE FBIS/SEOUL 10138

TO: FBIS.

RYBAT

25X1
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SUBJECT: PROMOTION RECOMMENDATION

25X1
25X1
1. I RECOMMEND THAT SEOUL BUREAU PART-TIME ADMINISTRATIVE
ASSISTANT [REDACTED] BE PROMOTED TO GS-6, STEP 1.

2. [REDACTED] HAS BEEN WORKING IN HER PRESENT POSITION FOR
NINE MONTHS, AND IS CLEARLY READY FOR PROMOTION AT THIS TIME. SHE
HAD HANDLED ADMINISTRATIVE RESPONSIBILITIES IN PREVIOUS JOBS, AND
QUICKLY PUT HER EXPERIENCE TO GOOD USE IN SEOUL. SHE IS ORGANIZED,
EFFICIENT AND COOPERATIVE, AND HANDLES THE FULL RANGE OF HER DUTIES
IN A THOROUGHLY PROFESSIONAL MANNER. SHE IS ALSO A SELF-STARTER WHO
INITIATES ACTION ON HER OWN WHEN NECESSARY, AND CARRIES THROUGH WITH
MINIMAL SUPERVISION. [REDACTED] IS A FIRST-CLASS EMPLOYEE, AND THE
25X1
25X1
LEVEL OF HER PERFORMANCE IS CONSISTENTLY HIGH. A PAR ON HER FIRST
NINE MONTHS WILL BE FORWARDED, AND WILL SUPPORT THIS RECOMMENDATION.

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25X1

[Redacted]

25X1

SUBJECT: Promotion of [Redacted] to GS-06

25X1

CONCUR:

Chief

[Redacted]

25 Sept 85
Date

25X1

APPROV

Director, Foreign Broadcast Information Service

26 Sept 85
Date

25X1

[Redacted]

CONFIDENTIAL

OUTGOING MESSAGE

CONFIDENTIAL

OMF

C O N F I D E N T I A L

STAFF

FBIS 2084

TO: FBIS/SEOUL .Y

RYBAT ADMIN PERS Y

25X1 SUBJECT: PROMOTION RECOMMENDATION

25X1 REF: FBIS/SEOUL 10138 Y

25X1 RECOMMENDATION WILL BE CONSIDERED UPON RECEIPT OF A CURRENT

25X1 PAR.

ALL CONFIDENTIAL. H

25X1 DATE

25X1 13 AUG 5

25X1 CHIEF, P&TB, FBIS
25X1 AUTHENTICATING OFFICER

C O N F I D E N T I A L